

How To Fill Out New Employee Forms

Form I-9 Employment Eligibility Verification,
Form W-4, Form WH-4 County Withholding, &
Payroll Direct Deposit

Form I-9, Employment
Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☐ A lawful permanent resident (Alien #)
☐ An alien authorized to work (Alien # or Admission #)
until (expiration date, if applicable - month/day/year)

Employee's Signature Date (month/day/year)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title:				
Issuing authority:				
Document #:				
Expiration Date (if any):				
Document #:				
Expiration Date (if any):				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) B. Date of Rehire (month/day/year) (if applicable)

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: Document #: Expiration Date (if any):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Date (month/day/year)

Form I-9 Employment Eligibility Verification

- This form is used to document that each new employee (both citizen and noncitizen) is authorized to work in the United States.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	5. Native American tribal document
	5. U.S. Military card or draft record	6. U.S. Citizen ID Card (Form I-197)
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	
	9. Driver's license issued by a Canadian government authority	8. Employment authorization document issued by the Department of Homeland Security
	For persons under age 18 who are unable to present a document listed above:	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

I-9, Documents

- ▶ If you chose a document from LIST B, you **must** provide a current photo ID
- ▶ Employer must supply either *one* document from List A; OR *two* documents: *one* from List B AND *one* from List C.

I-9, Section 1

Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047; Expires 08/31/12 Form I-9, Employment Eligibility Verification	
Read instructions carefully before completing this form. The instructions must be available during completion of this form.			
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.			
Section 1. Employee Information and Verification <i>(To be completed and signed by employee at the time employment begins.)</i>			
Print Name: Last		First	Middle Initial
			Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City		State	Zip Code
			Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen of the United States <input type="checkbox"/> A noncitizen national of the United States (see instructions) <input type="checkbox"/> A lawful permanent resident (Alien #) _____ <input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)	
Employee's Signature		Date (month/day/year)	

- **Please complete and sign** the highlighted portion of Section 1. Use your **legal name** as it appears on your Social Security Card, driver's license, and/or passport.

- **Please Note:** If a preparer and/or translator is used, they must sign and date using their legal name as well.

I-9, Section 2 continued

- ▶ You do not need to fill out any part of this portion
- ▶ Employing officer must complete and sign this section.

Section 2. Employer Review and Verification <i>(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)</i>		
List A	OR	List B AND List C
Document title: _____		_____
Issuing authority: _____		_____
Document #: _____		_____
Expiration Date (if any): _____		_____
Document #: _____		_____
Expiration Date (if any): _____		_____
CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)		
Signature of Employer or Authorized Representative		Title
Print Name		
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)
State of Indiana, 402 W. Washington, Indianapolis, IN 46204		

Form W-4 (2012)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2012 expires February 15, 2013. See Pub. 525, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$200 and includes more than \$200 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on limited deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nominee income. If you have a large amount of nominee income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1332, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2012. See Pub. 525, especially if your earnings exceed \$100,000 (single) or \$150,000 (married).

Future developments. The IRS has created a page on IRS.gov for information about Form W-4, at www.irs.gov/w-4. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted off that page.

Personal Allowances Worksheet (Keep for your records.)

<p>A Enter "1" for yourself if no one else can claim you as a dependent A _____</p> <p>B Enter "1" if: {</p> <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. <p>_____ B _____</p> <p>C Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C _____</p> <p>D Enter number of dependents (other than your spouse or yourself) you will claim on your tax return D _____</p> <p>E Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) E _____</p> <p>F Enter "1" if you have at least \$1,000 of child or dependent care expenses for which you plan to claim a credit F _____</p> <p>G Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.</p> <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$80,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$80,000 and \$110,000 if married), enter "1" for each eligible child G _____ <p>H Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ► H _____</p>	<p>For accuracy, complete all worksheets that apply.</p> <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.
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Separate here and give Form W-4 to your employer. Keep the top part for your records.

<div style="display: flex; justify-content: space-between;"> <div> Form W-4 Department of the Treasury Internal Revenue Service </div> <div> Employee's Withholding Allowance Certificate ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS. </div> <div> OMB No. 1545-0047 <div style="font-size: 2em; font-weight: bold;">2012</div> </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> 1 Your first name and middle initial _____ Last name _____ </div> <div style="width: 40%;"> 2 Your social security number _____ </div> </div>	
<div style="display: flex;"> <div style="width: 30%;"> Home address (number and street or rural route) _____ City or town, state, and ZIP code _____ </div> <div style="width: 70%;"> 3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate. <i>Note.</i> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. </div> </div>	
4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ► <input type="checkbox"/>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> 5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2) _____ </div> <div style="width: 5%; text-align: center;"> 5 </div> </div>	
6 Additional amount, if any, you want withheld from each paycheck _____ <div style="width: 5%; text-align: center; border: 1px solid black;"> 6 </div>	
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. <div style="margin-top: 5px;"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here. </div> <div style="width: 5%; text-align: center; border: 1px solid black;"> 7 </div>	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Employee's signature (This form is not valid unless you sign it.) ► _____ </div> <div style="width: 20%; text-align: center;"> Date ► _____ </div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> 8 Employer's name and address (Employer: Complete line 8 and 10 only if sending to the IRS.) _____ </div> <div style="width: 20%;"> 9 Office code (optional) _____ </div> <div style="width: 50%;"> 10 Employer identification number (EIN) _____ </div> </div>	

Form W-4 Federal Withholding

- Complete Form W-4 so your employer can withhold the correct federal income tax from your pay.

W-4, Personal Allowances Worksheet

- ▶ You should fill out items A–H according to your personal financial situation and preference.
 - **Please Note:** Employers can assist in filling this section out, but **cannot** offer guidance in the amount of exemptions.

Personal Allowances Worksheet (Keep for your records.)			
A	Enter "1" for yourself if no one else can claim you as a dependent A _____		
B	Enter "1" if: <table border="0"><tr><td><ul style="list-style-type: none">• You are single and have only one job; or• You are married, have only one job, and your spouse does not work; or• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</td><td>} B _____</td></tr></table>	<ul style="list-style-type: none">• You are single and have only one job; or• You are married, have only one job, and your spouse does not work; or• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	} B _____
<ul style="list-style-type: none">• You are single and have only one job; or• You are married, have only one job, and your spouse does not work; or• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	} B _____		
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C _____		
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return D _____		
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) E _____		
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit F _____ (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)		
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none">• If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three to seven eligible children or less "2" if you have eight or more eligible children.• If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child G _____		
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶ H _____		
For accuracy, complete all worksheets that apply. <table border="0"><tr><td><ul style="list-style-type: none">• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.</td></tr></table>		<ul style="list-style-type: none">• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.	
<ul style="list-style-type: none">• If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.• If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld.• If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.			

W-4, Lines 1-10

- Employee should complete and *sign* this worksheet referring to the instructions as needed.
 - Please Note:** If you complete block 7, no taxes will be withheld.

Form W-4 Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-0074 2012	
1 Your first name and middle initial		Last name		2 Your social security number	
Home address (number and street or rural route)			3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code			4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)				5	
6 Additional amount, if any, you want withheld from each paycheck				6 \$	
7 I claim exemption from withholding for 2012, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶					
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.					
Employee's signature (This form is not valid unless you sign it.) ▶				Date ▶	
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)			9 Office code (optional)		10 Employer identification number (FIN)
For Privacy Act and Paperwork Reduction Act Notice, see page 2.			Cat. No. 102200		Form W-4 (2012)

Form WH-4

County Withholding



Form WH-4
State Form 48845
(R2 / 8-08)

State of Indiana Employee's Withholding Exemption and County Status Certificate

This form is for the employer's records. Do not send this form to the Department of Revenue.
The completed form should be returned to your employer.

Full Name _____ Social Security Number or ITIN _____

Home Address _____ City _____ State _____ Zip Code _____

Indiana County of Residence as of January 1: _____ (See instructions)

Indiana County of Principal Employment as of January 1: _____ (See instructions)

How to Claim Your Withholding Exemptions

1. You are entitled to one exemption. If you wish to claim the exemption, enter "1"
Nonresident aliens must skip lines 2 through 6. See instructions
2. If you are married and your spouse does not claim his/her exemption, you may claim it, enter "1"
3. You are allowed one (1) exemption for each dependent. Enter number claimed.....
4. Additional exemptions are allowed if: (a) you and/or your spouse are over the age of 65 and/or
(b) if you and/or your spouse are legally blind.
Check box(es) for additional exemptions: You are 65 or older ☐ or blind ☐ Spouse is 65 or older ☐ or blind ☐
Enter the total number of boxes checked.....
5. Add lines 1, 2, 3, and 4. Enter the total here
6. You are entitled to claim an additional exemption for each qualifying dependent (see instructions).....
7. Enter the amount of additional state withholding (if any) you want withheld each pay period \$
8. Enter the amount of additional county withholding (if any) you want withheld each pay period..... \$

I hereby declare that to the best of my knowledge the above statements are true.

Signature: _____


Date: _____

Complete
Form WH-4
so your
employer
can
withhold
the correct
state &
county
income tax
from your
pay.

Form WH-4

County Withholding cont.

- ▶ If you were not employed or not a Indiana resident—for county of residence, fill in with “not applicable (n/a)” as show in the instructions below as of Jan. 1st


	Form WH-4 State Form 48845 (R2 / 8-08)	State of Indiana Employee's Withholding Exemption and County Status Certificate This form is for the employer's records. Do not send this form to the Department of Revenue. The completed form should be returned to your employer.	
	Full Name _____ Social Security Number or ITIN _____		
Home Address _____		City _____	State _____ Zip Code _____
Indiana County of Residence as of January 1: _____ (See instructions)			
Indiana County of Principal Employment as of January 1: _____ (See instructions)			

Instructions for Completing Form WH-4

This form should be completed by all resident and nonresident employees having income subject to Indiana state and/or county income tax.

Print or type your full name, Social Security number or ITIN and home address. Enter your Indiana county of residence and county of principal employment as of January 1 of the current year. If you did not live or work in Indiana on January 1 of the current year, enter "not applicable" on the line(s). If you move to (or work in) another county after January 1, your county status will not change until the next calendar tax year.

Payroll Direct Deposit

AUDITOR OF STATE PAYROLL DIRECT DEPOSIT		
State Form 43591 (R9 / 1-05) Approved by State Board of Accounts, 2004		
INFORMATION AND INSTRUCTIONS:		
<ol style="list-style-type: none">1. You may elect up to two (2) direct deposit accounts and must have a primary direct deposit account in order to have a secondary direct deposit account.2. If you choose to only have one (1) direct deposit account then you will only need to fill out the PRIMARY DIRECT DEPOSIT form below.3. If you choose to have two (2) direct deposit accounts you will need to fill out both the primary and secondary forms and you must enter either a dollar amount or a percentage on the secondary direct deposit form.4. If you already have a primary direct deposit account on file with the Auditor's Office, then you only need to complete the secondary direct deposit form.5. Fill out the employee's portion, attach a voided check, or have your financial institution fill out its portion.6. Check the type of account - checking or savings.7. Sign and date the form(s) and return the entire sheet to: Auditor of State, 200 W. Washington St., Rm. 144, Indianapolis, IN 46204.8. In the event that you already have a second direct deposit and are <u>only</u> changing the dollar or percentage amount, it is not necessary for the financial institution to sign this form.		
PRIMARY DIRECT DEPOSIT		
Name (last, first, middle initial)	Check one <input type="checkbox"/> Add <input type="checkbox"/> Change	Agency name or level 2
Address (number and street, city, state, ZIP code)		Social Security Number
THIS SECTION IS TO BE FILLED IN BY THE FINANCIAL INSTITUTION IN WHICH THE EMPLOYEE'S ACCOUNT IS LOCATED.		
NOTE: The Financial Institution must be a member of the Automated Clearing House System and must be able to handle direct deposits by electronic transfer.		
ABA transit-routing number (9 digits)	Employee's depository account number	Type of account (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of financial institution	Address of financial institution (city, state, ZIP code)	
Signature of officer	Title of officer	Date signed (month, day, year)
THIS SECTION TO BE READ AND SIGNED BY THE EMPLOYEE		
I hereby authorize the Auditor of State to deduct from my pay each payday an amount equal to my net pay to be electronically transferred to my account described above. I have read the conditions printed on both sides of this form and agree to them.		
Signature of employee		Date signed (month, day, year)
SECONDARY DIRECT DEPOSIT		
Name (last, first, middle initial)	Check one <input type="checkbox"/> Add <input type="checkbox"/> Change	Agency name or level 2
Address (number and street, city, state, ZIP code)	Amount \$ or Percent %	Social Security Number
THIS SECTION IS TO BE FILLED IN BY THE FINANCIAL INSTITUTION IN WHICH THE EMPLOYEE'S ACCOUNT IS LOCATED.		
NOTE: The Financial Institution must be a member of the Automated Clearing House System and must be able to handle direct deposits by electronic transfer.		
ABA transit-routing number (9 digits)	Employee's depository account number	Type of account (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of financial institution	Address of financial institution (city, state, ZIP code)	
Signature of officer	Title of officer	Date signed (month, day, year)
THIS SECTION TO BE READ AND SIGNED BY THE EMPLOYEE		
I hereby authorize the Auditor of State to deduct from my pay each payday the amount or percent indicated on this form to be electronically transferred to my account described above. I have read the conditions printed on both sides of this form and agree to them.		
Signature of employee		Date signed (month, day, year)

- You may elect up to two (2) accounts for direct deposit.
- Persons electing two (2) accounts must fill in the Primary and Secondary Direct Deposit sections.

Three Ways to Complete Payroll Direct Deposit:

1. Submit a voided check
- » 2. Have your financial institution complete bank account information in Section 1
3. Elect not to sign the Payroll Direct deposit form, and your paycheck will put onto a Visa bank card

If you have a voided check...

- ▶ Only fill out the top portion(highlighted below) of the direct deposit sheet ONLY!

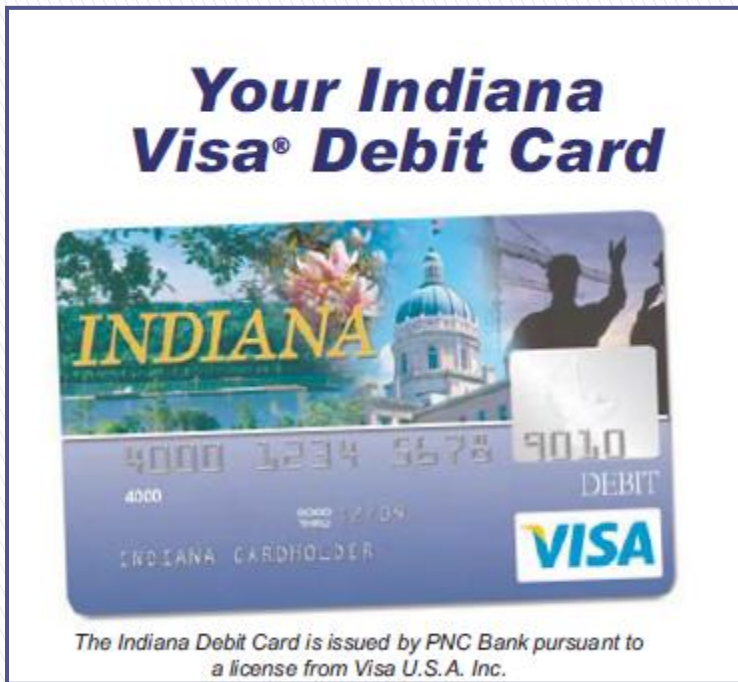
PRIMARY DIRECT DEPOSIT		
Name (last, first, middle initial)	Check one <input type="checkbox"/> Add <input type="checkbox"/> Change	Agency name or level 2
Address (number and street, city, state, and ZIP code)		Social Security Number
THIS SECTION IS TO BE FILLED IN BY THE FINANCIAL INSTITUTION IN WHICH THE EMPLOYEE'S ACCOUNT IS LOCATED.		
NOTE: The Financial Institution must be a member of the Automated Clearing House System and must be able to handle direct deposits by electronic transfer.		
ABA transit-routing number (9 digits)	Employee's depository account number	Type of account (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of financial institution	Address of financial institution (city, state, and ZIP code)	
Signature of officer	Title of officer	Date signed (month, day, year)
THIS SECTION TO BE READ AND SIGNED BY THE EMPLOYEE		
I hereby authorize the Auditor of State to deduct from my pay each payday an amount equal to my net pay to be electronically transferred to my account described above. I have read the conditions printed on both sides of this form and agree to them.		
Signature of employee		Date signed (month, day, year)

If you do NOT have a check:

- ▶ Please have your **bank** fill out the highlighted section below.
- ▶ Remember to sign and date it when its completed

PRIMARY DIRECT DEPOSIT		
Name (last, first, middle initial)	Check one <input type="checkbox"/> Add <input type="checkbox"/> Change	Agency name or level 2
Address (number and street, city, state, and ZIP code)		Social Security Number
THIS SECTION IS TO BE FILLED IN BY THE FINANCIAL INSTITUTION IN WHICH THE EMPLOYEE'S ACCOUNT IS LOCATED.		
NOTE: The Financial Institution must be a member of the Automated Clearing House System and must be able to handle direct deposits by electronic transfer.		
ABA transit-routing number (9 digits)	Employee's depository account number	Type of account (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Name of financial institution	Address of financial institution (city, state, and ZIP code)	
Signature of officer	Title of officer	Date signed (month, day, year)
THIS SECTION TO BE READ AND SIGNED BY THE EMPLOYEE		
I hereby authorize the Auditor of State to deduct from my pay each payday an amount equal to my net pay to be electronically transferred to my account described above. I have read the conditions printed on both sides of this form and agree to them.		
Signature of employee		Date signed (month, day, year)

Other Payroll Option



www.EPPICard.com

- ▶ If you do not fill out the payroll form, your paycheck will be automatically deposited onto a personal card account.
- ▶ You will then be issued a Visa check card.

Thank You

Welcome to Indiana State
Employment!

